

Diabetes Prevention in American Indian Communities:

Turning Hope Into Reality

December 10-13, 2002

Mark Adams Hotel, Denver, CO

TO: 2002 Diabetes Conference Exhibitors

FROM: Aimee Benton, Conference Manager

SUBJECT: Exhibiting space at "Diabetes Prevention in American Indian Communities: Turning Hope Into Reality" Conference December – 2002

Thank you for your support and interest in the upcoming "Diabetes Prevention in American Indian Communities: Turning Hope Into Reality" Conference to be held December 11-13, 2002.

APPLICATION

Enclosed is an application to reserve space in the exhibit hall. Please complete and return via fax to Aimee Benton at (301) 897-9785. Please mail your check for the exhibit fee and equipment charges along with the original application to Aimee Benton, The Hill Group, 6701 Democracy Boulevard, Suite 515, Bethesda, MD 20817.

SPONSORSHIP

To inquire about sponsorship opportunities, please contact Yvette Roubideaux, MD, MPH at yvetter@u.arizona.edu or (520) 318-7280. There are many marketing opportunities still available to sponsor events and activities at this conference.

HOUSING

Please make your hotel reservations directly with the Adams Mark no later than November 15, 2002. To obtain the negotiated rate of \$89 per night, you must indicate that you will be attending the Diabetes 2002 Conference. For reservations, please call (800) 444-2326.

CANCELLATION

If you cancel before October 31, 2002, you will be completely refunded the exhibit fee. No refund will be governed after October 31, 2002.

EQUIPMENT ORDER FORM

Enclosed is a form with the equipment order form for the exhibits. Please check the equipment your booth will require. If you are a non-profit organization, please enclose a check for the total amount of equipment required. If you are a for-profit organization, please enclose a check for the \$1000 exhibit fee as well as the exhibit equipment required.

EXHIBIT AREA INFORMATION

Decorators are to observe the following guidelines when utilizing Exhibit Areas:

- No storage of any kind is allowed behind the back drapes or display wall.
- No hazardous demonstrations, cooking with natural gas or electricity, or heater demonstration is permitted.
- All fire hose cabinets, pull stations, fire extinguishers and emergency exits must be visible and accessible at all times. It is unlawful to lock, fasten or block any exit.
- All main and cross aisles, corridors, stairways and other exit areas must maintain a required width of 6 feet during show hours. No protrusions into the aisle are permitted.
- Smoking is not permitted.
- There can be no exhibits with enclosed ceilings or double-deck booths. There can be no signs obstructing sprinkler systems and/or smoke detectors.
- The Decorator/Drayage Company is responsible for submitting floor plans to the Denver Fire Department for approval at least 30 days prior to exhibits opening. A Denver Fire Department approved floor plan must be on file with the Hotel Convention Service Department.
- Telecommunication ports & electrical outlets are in each of the 26 columns in the Plaza Exhibit Area, the Tower Exhibit Area, Grand Ballroom and South Convention Lobby. The electric is 120/208V. A T1 line is also available with two weeks advance notice.
- Masonite is to be provided, by decorating company, for protection of all flooring during move-in and move-out.

EXHIBITING SCHEDULE

Exhibitor Move-in/Set-up

Tuesday, December 10, 2002	1:00 pm – 10:00 pm
Wednesday, December 11, 2002	6:00 am – 8:00 am

Exhibit Hours

Wednesday, December 11, 2002	8:00 am – 5:00 pm
Thursday, December 12, 2002	8:00 am – 5:00 pm
Friday, December 13, 2002	8:00 am – 11:00 am

Exhibit Dismantling

Friday, December 13, 2002	11:00 am – 3:00 pm
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We are looking forward to a successful conference and appreciate your continued support. Please call me at (301) 897-2789, x126 if I can assist you with your exhibiting plans.